

Research on the Professional Construction of Administrative Management Teams in Universities

Qiyuan Sang

Sichuan University, Sichuan Chengdu 610064, China

Abstract: With the development of higher education in our country, the continuous reform of the management system in universities has put forward higher requirements for the professional level of the management team. It not only requires professional teaching and management knowledge and skills, but also requires the management team to adapt to the trend of digital reform in universities, strengthen the management of digital platforms in universities, respond to high-quality management requirements in universities with good professional ethics, professional management abilities, etc., and implement modern management work. This study will mainly explore optimization suggestions for the professionalization construction of university management teams, in order to enhance the professional competence of management personnel and enhance the level of modern management in universities.

Keywords: Universities; Management team; Professional construction

1. Introduction

According to the requirements of documents such as the National Medium - and Long Term Education Reform and Development Plan (2020-2035) in China, it is necessary to strengthen the functions of talent cultivation, scientific research, and social services in universities. This not only requires a professional teaching team, but also a professional management team to ensure the orderly operation and sustainable development of universities. Moreover, considering the current development status of world-class universities, modern management concepts are also needed to support the construction of a more complete professional system, a good teaching team, and improve the quality of talent cultivation and scientific research level of universities, in order to enhance their core competitiveness. However, in the current professionalization construction of university management teams, it is crucial to strengthen the optimization research of professionalization construction of university management teams due to the lack of professional abilities, cognition, planning, and other development problems faced by management teams.

2. Requirements for the professionalization construction of university management teams

The management team of universities is the fundamental force for implementing teaching management work, educational services, formulating academic year work plans, and carrying out moral education requirements in accordance with China's education reform policies. Therefore, the construction of the management team of universities not only needs to strengthen the overall planning ability and management literacy of management personnel, but also needs to enhance their professional ethics, moral qualities, basic knowledge literacy of various majors, logical management and other abilities; Moreover, with the continuous promotion of higher education reform and the deepening of digital reform and school enterprise cooperation strategies in universities, higher requirements have been put forward for the professional construction of university management teams. It is necessary for them to combine the demand for composite talents in society, strengthen the integration of university resources, technology, and build an information technology education platform system on the basis of the "moral education" education task; Strengthen the management of school enterprise cooperation and promote the implementation of comprehensive theoretical and practical education in universities; We also need to strengthen the management of the teaching staff, establish a scientific talent management system, establish a professional team of university teachers, improve the level of university education, achieve modernization and high-quality development of university

education, and ensure high-quality and inclusive development of universities.

3. Optimization suggestions for the professionalization construction of university management teams

3.1 Strict selection system and introduction of professional management talents

The selection of university management teams serves as the foundation for building a professional team. Universities should fully integrate the management concepts of world-class universities, and introduce management talents with professional management concepts, practical abilities, and management literacy through the introduction and cultivation of management talents. For example, when recruiting management talents, the Massachusetts Institute of Technology clearly stipulates the ability requirements for different positions of management talents. For example, human resource management talents need to have a clear understanding of national employment rules, legal systems, etc., and have 7 years or more of practical experience in human resource management. They also need to have good communication and writing skills to meet the needs of human resource management. Therefore, various universities in our country can formulate strict personnel selection systems based on the professional needs of management positions, requiring management talents to have corresponding professional qualifications, management practical experience, and related professional qualities, in order to better participate in management work.

3.2 Strengthening the training of modern management theory and practice, and continuously improve talent capabilities

Training, as a fundamental way to enhance the professional level of university management teams, should establish a sound training mechanism and regularly organize management teams to participate in vocational skills training and learning, especially for different management needs of different positions. Training plans should be formulated to provide training support for different job requirements such as human resource management, administrative management, financial management, and teaching management. Moreover, with the continuous deepening of cooperation between universities and enterprises in China, the cooperative relationship between universities and enterprises, as well as social organizations, is becoming increasingly close. Universities can also organize management talents to participate in practical training and part-time work within enterprises and social organizations, or introduce professional management talents from enterprises to participate in university management work. On the basis of promoting communication between university management teams and social management talents, strengthening discussions among management talents on management issues, expanding management thinking, and establishing good cooperative relationships between universities and enterprises can also promote the in-depth development of university enterprise cooperation strategies.

3.3 A scientific management team evaluation system promoting the self-development of the management team

3.3.1 Clarifying the content and methods of assessment and evaluation based on job responsibilities, etc

The assessment and evaluation of university management teams is an important basis for testing their work ability, management achievements, etc. Based on the implementation of management personnel's work, reasonable salary and benefits indicators, career development plans, etc. can be formulated, which can effectively change the traditional "one size fits all" management model, enhance the awareness and initiative of management personnel in self behavior norms, self-development, etc. Universities can develop assessment and evaluation management mechanisms based on the job responsibilities of management talents. For example, for teaching management teams, the level of teaching management can be evaluated based on the annual course scheduling of management personnel, the proportion of theory and practice, and the attitude of teachers towards course scheduling; Evaluate the level of the human resource management team based on the stability of the school's teaching staff, frequency of teacher training, etc., to ensure that each position's management team has targeted salary, benefits, evaluation mechanisms, etc. In addition to the evaluation content, it is also important to pay attention to the innovation of evaluation forms. By utilizing professional competition activities, evaluation and election mechanisms, a scientific university management mechanism can be constructed to enhance the awareness of self-development of management personnel.

3.3.2 Clear salary, reward and punishment management system to stimulate awareness of career independent development

Salary, benefits, and rewards are important driving forces for the development of university management personnel. The professional development of university management teams also needs to strengthen the optimization of reward and punishment systems, and stimulate the awareness of career independent development. According to the survey, some top international universities have implemented diversified salary management methods for managers, including both internal and external

forms. Internal salary management mainly utilizes career planning, job promotion, spiritual rewards, and other methods, such as alleviating the pressure of family responsibilities and physical changes of managers, and stimulating employee cohesion; External salary management mainly utilizes salary, financial rewards, welfare benefits, etc. to stimulate the self-development initiative of management personnel. Chinese universities should also establish scientific salary management and reward and punishment mechanisms, strengthen internal rewards for university administrators, and stimulate their initiative in self-development and learning; We also need to establish a reward and punishment mechanism, such as providing corresponding rewards and punishments for the evaluation of management personnel.

3.4 Strengthening the construction of psychological quality, ideological concepts, and other aspects of the management team to achieve high-quality management

Faced with the development requirements of university reform, higher demands have been placed on the management team of universities, which has also brought them higher work pressure. Therefore, the professionalization construction of university management teams should also attach importance to the construction of their psychological qualities, ideological concepts, and other aspects. Universities should regularly organize ideological education themed activities for management teams, targeting the work pressure and cooperation issues faced by management personnel. Based on targeted psychological guidance, they should enhance their self psychological pressure regulation ability, communication skills, cooperation ability, etc., and enhance their management level; We also need to strengthen the education of professional ethics, cultivate a good sense of responsibility, professional ethics, and professional identity among the management team in universities, and fully devote ourselves to management work to achieve high-quality management. In addition, universities need to strengthen the optimization of the organizational structure of management teams, equip sufficient numbers of management talents and age structures according to the development needs of various departments of universities, optimize human resource allocation, reduce the work pressure of management personnel, and use clear career promotion mechanisms to promote the professional development of management teams.

4. Conclusion

In summary, the professional development of university management teams has become an important foundation for universities to optimize their own organizational management systems and modernize their management levels. Moreover, investigations have found that world-class universities have established specialized management teams to enhance their economic and social benefits. Therefore, Chinese universities should actively refer to the experience of building management teams in these first-class universities, use scientific talent introduction systems, talent training systems, talent reward systems, talent ideological education systems, etc., continuously improve the professional level and professional competence of management personnel, and provide human resources for the functions of talent cultivation, scientific research, social services, and modern management of universities, Enhance the core competitiveness of universities.

References:

- [1] Wu Jiazhen, Lei Yunxiang. Optimization ideas for the professional construction of university management teams [J]. Popular Standardization, 2023, (24): 114-116.
- [2] Hu Jinxia. Analysis of Professional Requirements for Teaching Management Personnel in Universities [J]. Journal of Heilongjiang University of Teacher Development, 2021,40 (11): 45-47.

About the author:

Qiyuan Sang (1985.4-) Masterdegree candidate Lecturer (Ideological and Political Education) Administration、Grassroots Party Building in Universities.